

**California Child Development Educator Apprenticeship  
Work Processes – Child Development Assistant  
DOT Code: 359.677-018**

**Child Development Assistant:**

*(Under Direct supervision of journey-level person)*

**Approximate  
Hours**

<b>A) Orientation:</b> Safety Training 1) Procedures to ensure safety of the children 2) Physical plant and equipment including fire hazards & emergency equipment operation including evacuation procedures 3) Plumbing, sanitation, and electrical equipment 4) Catastrophic measures and warning systems 5) Toys and equipment inspection and reporting procedures	<b>50 hrs</b>
<b>B) Health and First Aid:</b> 1) Basic Red Cross First Aid program instruction 2) Identification and proper procedures for minor injuries – abrasions, cuts, bruises, falls, et., and reporting procedures. 3) Handicapped or incapacitated persons transportation and handling. 4) Medical and hospital facilities, emergency policies and liability. 5) Recognition, monitoring, and reporting symptoms of: a) Communicable diseases b) Conditions (abnormal) and maladies c) Physical ailments 6) Observation and identification of children with special needs 7) Policies and liability for procedures regarding treatment and/or medication.	<b>250 hrs</b>
<b>C) Child Nutrition and Hygiene:</b> 1) Recognition, reporting and recording symptoms of malnutrition, child neglect and abuse. a) Observation and assistance with feeding b) Food preparation and meal patterns and serving 2) Appropriate nutritional requirements for different age groups. a) State Standards b) US Department of Agriculture Standards Sanitation and Cleanliness to children.	<b>250 hrs</b>
<b>D) Child Observation and Group Activities:</b> 1) Grouping of Children a) Age group classification b) Activity ability grouping c) Leader/child ratio 2) Experience with developmental levels through instruction, observation, and performance, recording techniques. a) Physical, social, emotional, mental, and peer group development b) Authority relationships and behavior patterns	<b>500 hrs</b>

**NOTE: Minimum eligibility – High School Diploma or GED.**

**(Child Development Assistant - Model Standard) continued...**

<b>E) Child Supervision:</b> <ul style="list-style-type: none"><li>1) Learning process techniques:<ul style="list-style-type: none"><li>a) Teacher directed activities</li><li>b) Free play (supervised)</li></ul></li><li>2) Discipline and guidance techniques</li><li>3) Working with Exceptional Children</li></ul>	<b>300 hrs</b>
<b>F) Activity Supervision and Direction:</b> <ul style="list-style-type: none"><li>1) Group activity supervision:<ul style="list-style-type: none"><li>a) Smaller groups</li><li>b) Entire groups</li></ul></li><li>2) Individual activity supervision</li><li>3) Child creativity recognition and activity supervision</li><li>4) Use of physical space and relation to appropriate activity supervision.</li></ul>	<b>400 hrs</b>
<b>G) Consultation techniques:</b> <ul style="list-style-type: none"><li>1) Staff consultation and presentations:<ul style="list-style-type: none"><li>a) Oral presentation, listening techniques, written report presentation data collection, recording and presentation.</li></ul></li><li>2) Parent consultation:<ul style="list-style-type: none"><li>a) Observation, data collection, listening techniques, and behavior description and interpretation.</li><li>b) Develops and utilizes local resource referrals for parents of children with special needs.</li><li>c) Practices effective skills in parent conferences.</li></ul></li></ul>	<b>200 hrs</b>
<b>H) Administration Procedures and Policies:</b> <ul style="list-style-type: none"><li>1) Relationship of Day Care Center to:<ul style="list-style-type: none"><li>a) Sponsoring agency, Federal and State and Local Regulations</li><li>b) Other related community service agencies</li></ul></li><li>2) Liability – Personal and organizational</li><li>3) Worker accountability and responsibility and reporting</li><li>4) Budgeting sources and program expenditure record keeping</li><li>5) Personnel policies and benefits</li><li>6) Administrative records and forms completion.</li></ul>	<b>50 hrs</b>

**Total Hours = 2,000 hrs.**